

Faculty of Graduate Studies and Research – Student Services

Overview of Services for Students

General Services (Front Desk)

The FGSR Front Desk is the first point of contact when students come to FGSR. The front desk provides the following:

- Information about all our graduate programs, deadlines, and application processes
- Help with finding the right person to talk to in admissions, registration or scholarships
- Taking requests for official letters, including letters in support of immigration
- Help with documentation such as name changes and updating permanent residency status
- Assistance finding department academic advisors and other services on campus
- Basics such as navigating the U of R website and understanding the U of R Academic Calendar

Admissions

The FGSR Admissions team supports students during the application process:

- Assistance with online application process
- Ensuring all admission documents are received
- Processing and preparing all admission documents for academic units to review
- Sending out acceptance and rejection letters

Registration

The FGSR Registration team supports students with all aspects of registration:

- Assistance with registering for classes when there is an issue (normally, students are responsible for registering themselves)
- Assistance with understanding graduate student registration regulations
- Ensuring students are in the correct courses and registration regulations are followed
- Answering registration inquiries
- Guide, process and answer questions around student requests (Leaves of Absence, Course Deferrals, Program Transfers, etc.)

Thesis, Defense & Graduation

The FGSR Thesis and Defense team supports students through their thesis and graduation:

- Providing thesis writing supports
- Assisting with thesis/project/practicum submission
- Setting up PhD thesis defenses
- Obtaining library approval for theses
- Program completion letters for new graduates
- Confirmation of program requirements for graduation

Scholarships/Funding

The FGSR Scholarships team supports students with all scholarship and funding opportunities:

- Assistance with scholarship applications
- Answer inquiries about scholarships and funding available
- Provide student information sessions on various scholarship opportunities
- Tri-council funding award administration and support
- Offer feedback on scholarship application outcomes
- Provide information about external funding opportunities

Engagement

The FGSR Engagement team supports the overall student experience:

- Provides support to student groups
- Hosts events to connect graduate students to one another
- Provides professional development opportunities for students

Other

FGSR also handles the following:

- Academic integrity cases

- Progress reports
- Setting up meetings with the Dean/Associate Deans for:
 - Appeals to the Dean
 - Alleged academic misconduct
- Postdoctoral fellows support and networking

Academic Unit Responsibilities

Students need to see their academic unit for the following:

- Advising
- Course delivery questions
- Thesis/Project/Practicum supervision
- To override placement courses